



Financial Portal

eBusiness financial and accounting portal



Your Company Sign-In

Second Derivative Financial Portal (Finportal)

Login

If you have an active account you can sign on by providing your User ID and Password.

User ID:

Password:

Login

Create account

Please [contact Your Company](#) to get an account.

OR

Or call us at:

(123) 123-4567



User Documentation

Purchasing and Receiving

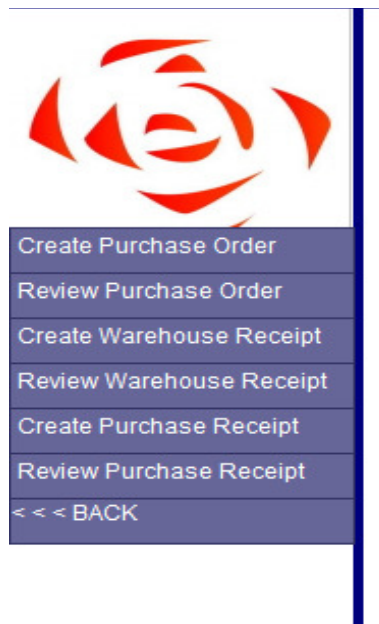
June 2008

www.randrinc.com

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Overview of Purchasing:



This is the Menu for Purchasing and Receiving. There are 3 main pieces:

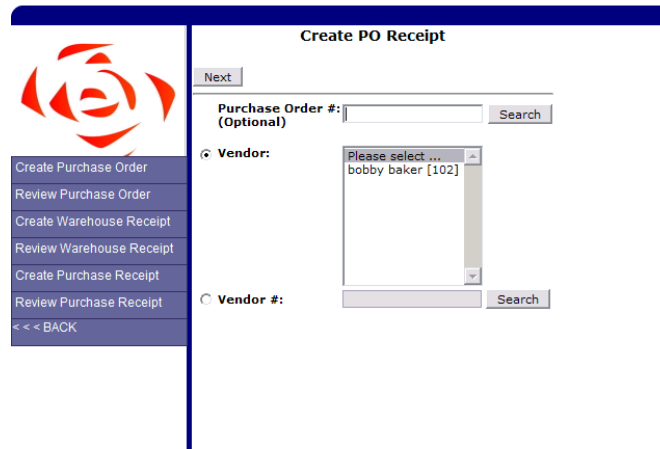
1. Purchase Orders – You can create and update purchase orders. These will display in the Infoportal as open purchase orders. They represent commitments to buy products from your vendors
2. Warehouse Receipts – If you have a separate warehouse function, you can use the warehouse receipts. The users should enter exactly what they received. When the purchase receipt is created, you can pull in the warehouse receipt and all the items and quantities will automatically be pulled onto the Purchase Receipt.
3. Purchase Receipts – When you receive the goods, you use the purchase receipts to enter exactly what you have received. When you close the purchase receipt the open purchase order is updated, inventory is updated for the quantity received, and financial transactions are created in the general ledger for the \$ amount of the inventory. Note, you do not have to have a Purchase Orders in order to use Purchase Receipts.

The purpose of Purchase Orders are to recognize commitments to your vendors to purchase product. The purchase Receipt process shows what you actually received and puts those items into your on hand inventory. It also creates an obligation in your general ledger to show that you owe someone the money.

Note if you do not want to use Purchasing and Receiving, you can get items into your inventory through the Inventory Module. See the Inventory User Manual.

Purchase Receipts:

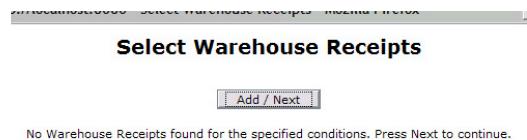
We put this first because you can run your business using only the purchase receipts to receive in the items that you have purchased.



The screenshot shows a web application interface for creating a purchase order receipt. On the left is a vertical navigation menu with a red logo at the top. The menu items are: 'Create Purchase Order', 'Review Purchase Order', 'Create Warehouse Receipt', 'Review Warehouse Receipt', 'Create Purchase Receipt', 'Review Purchase Receipt', and '<< BACK'. The 'Create Purchase Receipt' item is highlighted. The main content area is titled 'Create PO Receipt' and contains a 'Next' button at the top. Below it is a form with two sections: 'Purchase Order #:' (Optional) with a text input field and a 'Search' button; and 'Vendor:' with a radio button, a dropdown menu showing 'Please select ...' and 'bobby baker [102]', and another 'Search' button. Below the dropdown is a 'Vendor #' label and a text input field.

Purchase Receipts can be a stand alone receipt or can be receipts against an open purchase order (PO)

Enter a PO if this is going to go against an open PO. Select a vendor or search for a vendor.



The screenshot shows a web application interface for selecting warehouse receipts. The title is 'Select Warehouse Receipts'. Below the title is an 'Add / Next' button. At the bottom, a message states: 'No Warehouse Receipts found for the specified conditions. Press Next to continue.'

If you created a warehouse receipts, then you can select from this screen, other wise, press the Add/Next.

Create PO Receipt

[Create PO Receipt](#)
[Add Warehouse Receipt](#)
[Create/Add Warehouse Receipt](#)
[Upload CSV](#)
[Print](#)

Vendor: 102 bobby baker
[Change Vendor](#)

Item: service 1 [service test1] [...](#)
Warehouse: ...

Unit Cost: 25
Quantity: 2
Tare Weight: ...
PO #: ...

Comments: This is the Receipt Comment
[Add Item](#)

Product #	Description	Unit Cost	Qty Received	Extension	PO #	Warehouse	Comments
No PO Receipt items currently defined.							
Adjustments:							0.00000
Receiving Total:				0.00000	0.00000	0.00000	0.00000
Vendor Paid Amount:						0.00000	

Additional Charges
[Add Charge](#)
[Credit Memo](#)
[Debit Memo](#)
[View memos](#)

Description	Applies To	Total Amount of Adjustment
No charges currently defined.		

Weight Ticket #: ...
Weight Ticket Weight: ...
Weight Ticket Date: ...
Customer Reference #: ...
License Plate #: ...
State: California
Bill of Lading #: ...

Select an item from the drop down list or you can search for the item. Enter the cost and quantity. If you are entering weights as your quantity, you can enter a Tare weight for the container. By line you can link to a PO. You can enter comments for each line. Currently the system defaults to one warehouse.

Press Add Item to add the line.

Create PO Receipt

[Create PO Receipt](#)
[Add Warehouse Receipt](#)
[Create/Add Warehouse Receipt](#)
[Upload CSV](#)
[Print](#)

Vendor: 102 bobby baker
[Change Vendor](#)

Item: service 1 [service test1] [...](#)
Warehouse: ...

Unit Cost: 25
Quantity: 2
Tare Weight: ...
PO #: ...

Comments: This is the Receipt Comment
[Add Item](#)

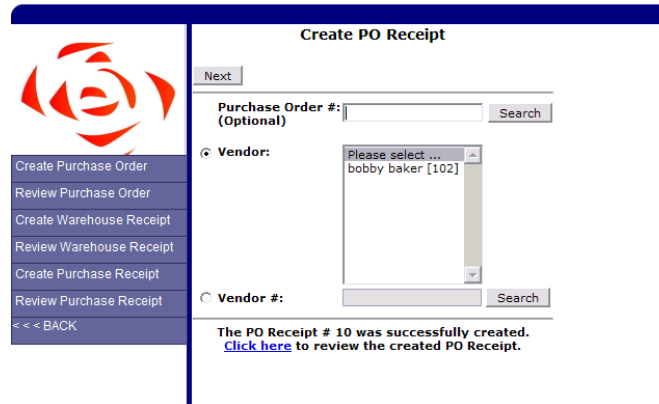
Product #	Description	Unit Cost	Qty Received	Extension	PO #	Warehouse	Comments
service 1	service test1	25.00000	2.00000	0.00000	2.00000	50.00000	Add
No PO Receipt items currently defined.							
Adjustments:							0.00000
Receiving Total:				0.00000	0.00000	0.00000	50.00000
Vendor Paid Amount:						0.00000	

Additional Charges
[Add Charge](#)
[Credit Memo](#)
[Debit Memo](#)
[View memos](#)

Description	Applies To	Total Amount of Adjustment
No charges currently defined.		

Weight Ticket #: ...
Weight Ticket Weight: ...
Weight Ticket Date: ...
Customer Reference #: ...
License Plate #: ...
State: California
Bill of Lading #: ...

If the delivery when through a scale, you can enter the weight or scale ticket information with the receipt. Press Create PO Receipt to create the receipt document.



Create PO Receipt

Next

Purchase Order #: Search

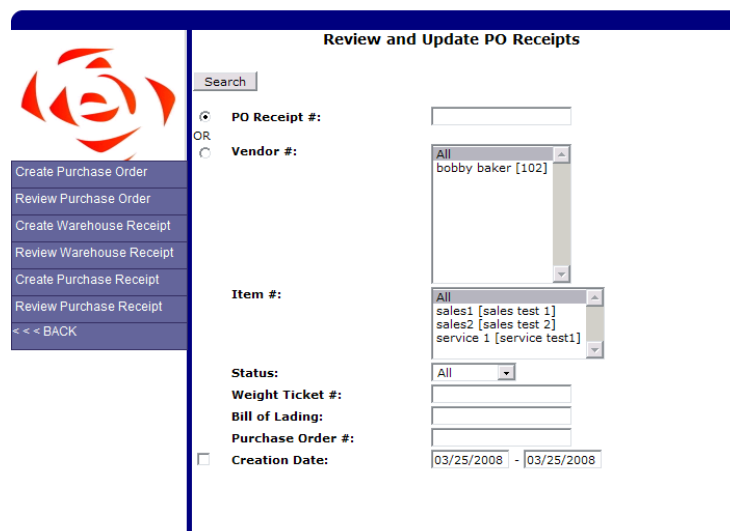
Vendor: ☒ Please select ...
bobby baker [102]

Vendor #: Search

The PO Receipt # 10 was successfully created.
[Click here](#) to review the created PO Receipt.

Left sidebar menu:
Create Purchase Order
Review Purchase Order
Create Warehouse Receipt
Review Warehouse Receipt
Create Purchase Receipt
Review Purchase Receipt
<<< BACK

This is the receipt confirmation screen.



Review and Update PO Receipts

Search

PO Receipt #:
OR
Vendor #: ☐ All
bobby baker [102]

Item #: ☐ All
sales1 [sales test 1]
sales2 [sales test 2]
service 1 [service test1]

Status: ☐ All

Weight Ticket #:

Bill of Lading:


Purchase Order #:

Creation Date: ☐ 03/25/2008 - 03/25/2008

Left sidebar menu:
Create Purchase Order
Review Purchase Order
Create Warehouse Receipt
Review Warehouse Receipt
Create Purchase Receipt
Review Purchase Receipt
<<< BACK

The Review PO Receipts screen allows you to review, print and receive the Items.

You can search by vendor or item, by status, weight ticket #, bill of lading #, PO #. Click to search by creation date. Or just enter the receiver # at the top.




- Create Purchase Order
- Review Purchase Order
- Create Warehouse Receipt
- Review Warehouse Receipt
- Create Purchase Receipt
- Review Purchase Receipt
- < < BACK

Display PO Receipts

Print Detail
[Back to Search](#)

PT #	Vendor	Rec. List #	Weight Ticket #	Bill of Lading #	PO #	Creation Date	Gross Weight	Status	Open Amt. Due to Vendor	Total Amt.	
1	bobby baker					03/01/2008 04:45 PM	0	Received	0.00	0.00	Print
2	bobby baker					03/01/2008 06:30 PM	0	Received	0.00	0.00	Print
3	bobby baker					03/04/2008 07:27 AM	0	Received	0.00	0.00	Print
4	bobby baker					03/04/2008 07:41 AM	0	Received	0.00	0.00	Print
5	bobby baker					03/04/2008 07:50 AM	0	Received	0.00	0.00	Print
6	bobby baker					03/04/2008 08:19 AM	0	Received	0.00	0.00	Print
7	bobby baker					03/04/2008 08:21 AM	0	Received	0.00	0.00	Print
8	bobby baker					03/04/2008 08:25 AM	0	Received	0.00	20.00	Print
9	bobby baker					03/04/2008 05:00 PM	0	Received	0.00	20.00	Print
10	bobby baker					03/25/2008 06:44 AM	0	Open	50.00	50.00	Print

Search will bring you to a summary screen. Click on the receiver # on the left to get to the receiver.



- Create Purchase Order
- Review Purchase Order
- Create Warehouse Receipt
- Review Warehouse Receipt
- Create Purchase Receipt
- Review Purchase Receipt
- < < BACK

Update PO Receipt

Update PO Receipt
Add Warehouse Rece
Create/Add Warehouse Rec
Upload CSV
Print

Vendor: **102** **bobby baker** Change Vendor

PO Receipt #: 10 Receipt Date: 03/25/2008 06:44 AM Status: Open

Item: Please select

Unit Cost: Quantity: Tare Weight: PO #: Open

Comments: Add Item

Product #	Description	Unit Cost	Qty Received	Extension	PO #	Warehouse	Comments
service 1	service test1	25.00000	2.00000	0.00000	2.00000	50.00000	Add
		This is the Receipt Comment					
Adjustments:						0.00000	
		Receiving Total:		0.00000	0.00000	0.00000	50.00000
						Vendor Paid Amount:	0.00000

Additional Charges
Add Charge
Credit Memo
Debit Memo
[View memos](#)

Description	Applies To	Total Amount of Adjustment
No charges currently defined.		

Weight Ticket #:

Weight Ticket Weight:

Weight Ticket Date:


Customer Reference #:

To receive the items, change the status of the receiver to Received and Press Update PO Receipt.

If the item is a stocking item it will be added to inventory. See below for the financial transaction that is created.

If you need to change the receipt you have two options, void the receipt or open it back up to change the quantities or add more items.

Voiding a receipt reverses the financial and inventory transactions automatically. Then you would create a new purchase receipt. When you change the status to open it does not reverse out anything. After you make your changes and close the receipt only the changes amounts are posted to inventory and the general ledger.



Update PO Receipt

Update PO Receipt
Print

Vendor: **102** **bobby baker**

PO Receipt #: **10** Receipt Date: 03/25/2008 06:44 AM Status: Received Open Received Void

Product #	Description	Unit Cost	Qty Received	Extension	PO #	Warehouse
service 1	service test1	25.00000	2.00000	0.00000	2.00000	50.00000

Adjustments: This is the Receipt Comment

Receiving Total:				0.00000	0.00000	0.00000	0.00000	50.00000
Vendor Paid Amount:								0.00000

Additional Charges Credit Memo Debit Memo [View memos](#)

Description	Applies To	Total Amount of Adjustment
No charges currently defined.		

Weight Ticket #:

Weight Ticket Weight:

Weight Ticket Date:

Customer Reference #:

License Plate #:


State: California

Bill of Lading #:

[Create Purchase Order](#)
[Review Purchase Order](#)
[Create Warehouse Receipt](#)
[Review Warehouse Receipt](#)
[Create Purchase Receipt](#)
[Review Purchase Receipt](#)
[BACK](#)

To void the receipt, change the status to void and Update the PO Receipt. Voiding a receipt reverses the financial and inventory transactions automatically.

You can also change the status back to open. Note, moving a receipt back to open does NOT reverse the financial transaction. You have to void the PO Receipt to reverse the financial transaction. However, if you move the PO receipt back to Open and then change any quantity, item, etc. when you move the status back to closed, the difference will post to the general ledger.



Update PO Receipt

Update PO Receipt
Add Warehouse

Vendor: **102**

PO Receipt #: **11** Receipt

Item: sales2 [sales test 2]

Unit Cost: Quantity:

Comments:

Product #	Description	Unit Cost
sales2	sales test 2	10.00000

Adjustments: Rece

Additional Charges Add Charge

Description	Applie
No charges currently defined.	

Weight Ticket #:

Weight Ticket Weight:

Weight Ticket Date:

Customer Reference #:

License Plate #:

State: California

[Create Purchase Order](#)
[Review Purchase Order](#)
[Create Warehouse Receipt](#)
[Review Warehouse Receipt](#)
[Create Purchase Receipt](#)
[Review Purchase Receipt](#)
[BACK](#)

Update Item

Update Item
Delete Item
Cancel

Product #: sales2

Description: sales test 2

Unit Price: 10.00000

Gross Weight: 2.00000

Tare Weight: 0.00000

Purchase Order #: Search

Comments:

Done

When you are updating the receiver, click on the item number to change the information or delete the item from the receiver.

Select Item

Select Item

Catalogs:

Product #:

Description:

Active:

☒ Display Catalog Detail

Select a catalog or enter part of the item # or description and press Select Item to search.


http://localhost:8080 - Select Item - Mozilla Firefox

Select Item

[Back to Search](#)

	Commod. #	Catalog	Ferrous	GL Code	Description	Retail Buying Price	Suggested Selling Price	On Hand Qty	Average Cost	Upload Qty
Select	sales1	Sales Items	Yes	sales	sales test 1	5.00000	10.00000	52.00000	-4.15385	0.00000
Select	sales2	Sales Items	Yes	sales	sales test 2	2.00000	8.50000	52.00000	2.88462	0.00000

Click on Select to select the item. It will be brought into the Purchase Order.



Create Purchase Order

Create Purchase Order Add Charge Print

Vendor: 102 bobby baker Vendor Details Change Vendor

Product: sales1 [sales test 1] ...

Unit Of Measure: EA Unit Buying Price: 5.00000 Quantity Ordered: 20

Comments: this is a comment Add Item

Product #	Description	Unit Buying Price	Quantity Ordered	Buying Extension	Picture	Comments
No purchase order items currently defined.						

Order Date: 06/14/2008

Order Type: Please select ...


Requested Ship Date: -

Vendor Reference #:

Payment Terms:

Comments:

Enter the cost and quantity. Press Add Item to add to the purchase order. You can enter comments for each line.



Create Purchase Order

[Create Purchase Order](#)
[Add Charge](#)
[Print](#)


Vendor: **102** **bobby baker**
[Vendor Details](#)
[Change Vendor](#)

Product: ...
Unit Of Measure: EA **Unit Buying Price:** **Quantity Ordered:**
Comments: [Add Item](#)

Product #	Description	Unit Buying Price	Quantity Ordered	Buying Extension	Picture	Comments
sales1	sales test 1	5.00 EA	20.00 EA	100.00	Display	Add
						this is a comment
Total:						100.00

Order Date:
Order Type:
Requested Ship Date:
Vendor Reference #:
Payment Terms:
Comments:
Shipment Terms: -
Ship Via:
Buyer:

Select an order type. The other fields are optional. Press Create Purchase Order to create the Purchase Order.




The Purchase Order # 2 was successfully created.

Please do one of the following:

- [Click here](#) if you want to create another Purchase Order.
- [Click here](#) if you want to review the updated purchase order information.
- [Back to search](#)

[Create Purchase Order](#)
[Review Purchase Order](#)
[Create Warehouse Receipt](#)

You can update the Purchase Order from here.




Review and Update Purchase Orders

Purchase Order #:
Reference SO #:
Order Date:
Vendor:
Product #:
Status:

☐ Display item information
☐ Group by item
☐ Display orders not closed between requested ship dates
☐ Display orders with shipped % variance more than
☐ Display reprice items only?

[Create Purchase Order](#)
[Review Purchase Order](#)
[Create Warehouse Receipt](#)
[Review Warehouse Receipt](#)
[Create Purchase Receipt](#)
[Review Purchase Receipt](#)
[BACK](#)

To review purchase orders, you have a variety of selection options.




Display Purchase Orders
[Back to Search](#)

[Print Detail](#)
[Create Purchase Order](#)
[Review Purchase Order](#)
[Create Warehouse Receipt](#)

Legacy #	PO #	Order Date	Vendor Name	Order Type	Status	Requested Ship Date 1	Requested Ship Date 2	
	1	06/07/2008	bobby baker	Sales	Open			Print
	2	06/14/2008	bobby baker	Sales	Open			Print

The list of purchase orders that match the criteria will be displayed. Click on the PO # to select the individual PO.




Update Purchase Order
[Back to Search](#) [Back to List](#)

[Update Purchase Order](#) [Add Charge](#) [Print](#) [Display Transactions](#)
[Vendor: 102 bobby baker](#) [Vendor Details](#) [Change Vendor](#)
[Purchase Order #: 2](#) [Status: Open](#)
[Product:](#) [Unit Of Measure: EA](#) [Unit Buying Price:](#) [Quantity Ordered:](#)
[Comments:](#)
[Add Item](#)

Product #	Description	Unit	Buying Price	Quantity Ordered	Quantity Received	Balance	% Shipped	Buying Extension	Picture	Comments
sales1	sales test 1	5.00 EA	20.00 EA	0.00 EA	20.00 EA	0	100.00	Display	Add	
										this is a comment
Total:									0	100.00

Order Date: 06/14/2008
Order Type: Sales
Requested Ship Date: -
Vendor Reference #:
Payment Terms:
Comments:
Shipment Terms: Please select ... -

You can change the PO. After the PO is closed you can no longer receive against the PO.



Create Warehouse Receipt

Create Warehouse Receipt
Print

Vendor: **102** **bobby baker** Change Vendor

Product: Please select

Gross Weight: Tare Weight: Return Container: No Ref #:

Comments: Add Item

Product #	Description	Gross Weight	Tare Weight	Return Container	Net Weight	Reference #	Comments
No warehouse receipt items currently defined.							

Weight Ticket #:

Weight Ticket Receive Date:

Truck Scale Gross Weight:

Truck Scale Tare Weight:


Truck Scale Net Weight:

Customer Reference #:

Bill of Lading #:

Start adding the items that are received (same as above). Gross weight is for the quantity or weight. Tare is the quantity or weight of the container. You can leave that as 0 if you are not receiving by weight in a container. Press Add Item to add the item to the warehouse receipt. You can also enter comments for each item.

The fields at the bottom of the warehouse receipt are optional, but you can enter pertinent information here.



Create Warehouse Receipt

Create Warehouse Receipt
Print

Vendor: **102** **bobby baker** Change Vendor

Product: Please select

Gross Weight: Tare Weight: Return Container: No Ref #:

Comments: Add Item

Product #	Description	Gross Weight	Tare Weight	Return Container	Net Weight	Reference #	Comments
1	sales1 sales test 1	10.00000	0.00000	S	10.00000		Add
this is a line comment.							
Subtotal:		10.00000	0.00000		10.00000		
Receiving Total:		10.00000	0.00000		10.00000		
Returned Tare:		0.00000	0.00000				
		10.00000	0.00000		10.00000		

Weight Ticket #:

Weight Ticket Receive Date:

Truck Scale Gross Weight:

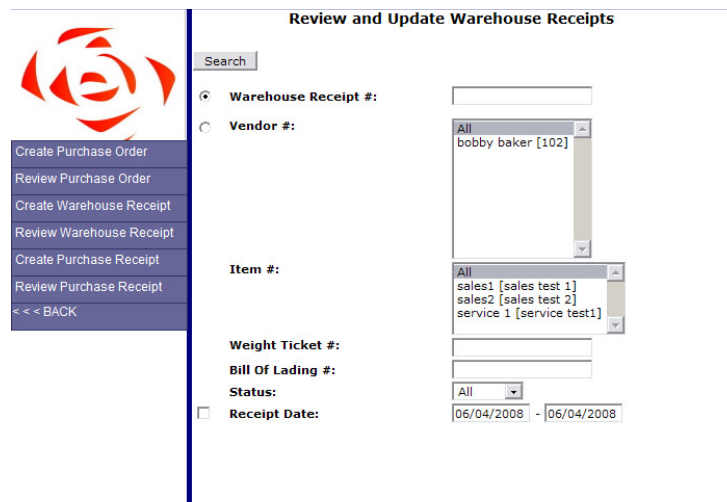
Truck Scale Tare Weight:

Truck Scale Net Weight:

Customer Reference #:

Bill of Lading #:

When you are done, press Create Warehouse Receipt. Print to print the warehouse receipt.



Review and Update Warehouse Receipts

Search

Warehouse Receipt #:

Vendor #:
bobby baker [102]

Item #:
sales1 [sales test 1]
sales2 [sales test 2]
service 1 [service test1]

Weight Ticket #:

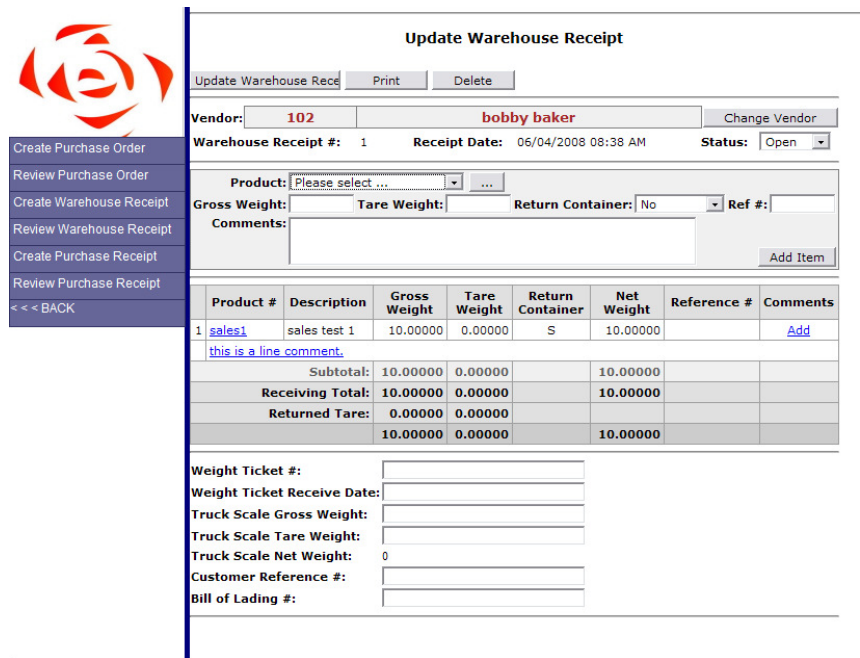
Bill Of Lading #:

Status:

Receipt Date: -

The Review Warehouse Receipt allows for multiple different selection criteria.

Select from the list or if you entered the Receipt number you will go directly to the individual receipt.



Update Warehouse Receipt

Update Warehouse Receipt Print Delete

Vendor:

Warehouse Receipt #: Receipt Date: Status:

Product:

Gross Weight: Tare Weight: Return Container: Ref #:

Comments:

Product #	Description	Gross Weight	Tare Weight	Return Container	Net Weight	Reference #	Comments
1	sales1 sales test 1	10.00000	0.00000	S	10.00000		Add
	this is a line comment.						
	Subtotal:	10.00000	0.00000		10.00000		
	Receiving Total:	10.00000	0.00000		10.00000		
	Returned Tare:	0.00000	0.00000				
		10.00000	0.00000		10.00000		

Weight Ticket #:

Weight Ticket Receive Date:

Truck Scale Gross Weight:

Truck Scale Tare Weight:

Truck Scale Net Weight:

Customer Reference #:

Bill of Lading #:

You can make changes, add items. Clicking on the item in blue allows you to change it. To close the Warehouse Receipt, change the status to closed.

Additional Charges:

Additional Charges can be added to any open Purchase Order or Purchase Receipt. The purpose of the additional charges are to allow you to add a charge to a sales order, purchase order, or direct ship/brokerage transactions(future).

These charges are used to allow us to easily associate all charges with a given transaction and therefore

easily see the true profit on all transactions. Note, some companies prefer to add different types of items/catalogs instead of using additional charges.

These charges have to be defined first in the Create Charges Option.

The charges are very flexible and allow you to do almost anything, but if they are not setup correctly or used correctly, you will not get the desired results.

Receiving Total:		0.00000	0.00000	0.00000	24.00000
Vendor Paid Amount:		0.00000			
Additional Charges	Add Charge	Credit Memo	Debit Memo	View memos	

Press Add Charge to get the pop up charge window.

Add Charge

Charge Definition: Tax [Sales Tax]
Adjustment Type:
Adjustment Direction: Negative
Applies To: BT/PT/Yard Inv./Memo
Affects Payments: No
Affects Invoices: No
Unit Of Measure: EA
Freight Vendor: Please select ...
Salesman: Please select ...
Adjustment Amount:

Press F4 to expand a focused drop down list

Select the correct charge type. If this is a freight charge and you select a freight vendor, a transaction will be created in freight reconciliation. If this a commission charge and you select a Salesman, a transaction will be created in commission reconciliation.

Here are some definitions :

4. Charge Definition

1. This drop down window shows you all the active charges and their descriptions.
2. Select one charge

Add Charge - Microsoft Internet Explorer

Add Charge

Charge Definition: anntest [test 2/20/04]
Adjustment Type: Please select ...
Adjustment Direction: anntest [test 2/20/04]
Applies To: PCT [Percent Test]
PDNT [Per Pound Test]
01 [Trucker]
02 [Ocean Freight]
03 [Sales Commission]
04 [Buyer Commission]
05 [Buyer Commission - Amount]
06 [Dead Freight]
07 [Overseas Agents Fee]
09 [Courier/Mail Fees]
10 [California Redemption Value]

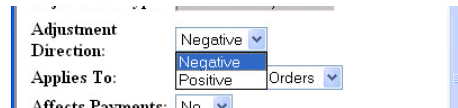
5. Adjustment Type

1. This is a display only field, you can not change it.
2. This shows you how the charge type was set up originally



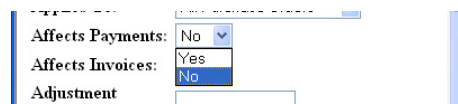
6. Adjustment Direction

1. The Adjustment amount is always entered as a positive number, so this option controls how profit, invoice amount and payment amount are impacted, either reduced or increased.
2. The options are positive or negative.
3. Based on how you set the Applies To option, it may also increase or decrease SO (invoice amount) or PO (payment amount).

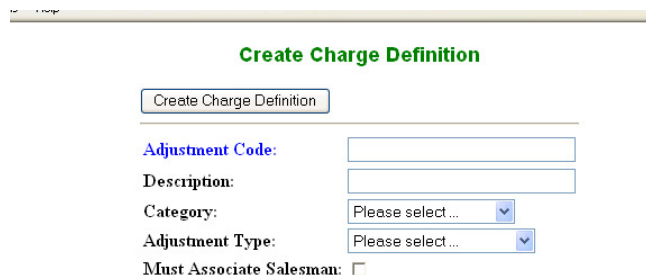


7. Affects Payments – for example, if you added a commission charge that would not affect the payment, but a freight charge would.

1. If you check Affects Payments = Yes, then the charge will impact the amount of the payments (check)
 1. If you check Adjustment Direction = Negative, then it will reduce the amount of the payment.
 2. If you check Adjustment Direction = Positive, then it will increase the amount of the payment.



Create Charge Definition



Administration, Financial Setups, Create and Update Charge Definition.

Fill out all the fields and press Create Charge Definition to create a new Charge Code.

The fields are;

1. Adjustment Code – this is your name for the code, such as Ocean Freight
2. Description – this is a large description of the code
3. Category – there are 4 different categories for charge code and each one works differently. This is the list, the explanation is below:
 - a. Freight
 - b. Commission
 - c. Payment Adjustment
 - d. Other
4. Adjustment type – this defines how the adjustment is calculated. This is the list, the explanation is below:
 - a. Absolute Amount
 - b. Percent of Total Dollars
 - c. Per Pound Adjustment
5. Must Associate with a Salesman – check this if a salesman MUST be entered when they use this charge code.
6. To be added – GL account numbers to be used when we pass the transaction into the financial system.

Category – Definitions:

1. Freight
 - a. If a charge is coded as Freight, when it is passed into the financial system it will be added to the Freight Reconciliation Subsystem. This is used by accounting to reconcile freight billing.
 - b. If a Freight charge is linked to a weight (either SO or PO), on the brokerage transaction it will calculate and print the cost per pound.
 - c. Freight charges can be added to an SO, PO or Brokerage Transaction.
 - d. Freight charges can be set to impact SO or PO or not impact SO or PO.
2. Commission
 - a. If a charge is coded as Commission, when it is passed into the financial system it will be added to the Commission Reconciliation Subsystem. This is used to pay salesmen commissions.
 - b. A Commission charge has to be linked to a weight (either SO or PO) if it is setup as a Per Pound Adjustment type. On the brokerage transaction it will calculate and print the rate per pound.
 - c. Commission charges can be added to an SO, PO or Brokerage Transaction.
 - d. Commission charges can be set to impact SO or PO or not impact SO or PO.
3. Payment Adjustment
 - a. Payment adjustments can NOT be added to SO, PO or Brokerage Transaction.
 - b. The payment adjustment does not impact the profitability of any transaction.
 - c. Payment adjustments only impact the dollar amount of a check. They can be used to increase or decrease a check amount for a shipper or vendor.

- d. Payment adjustments are applied when you create the payment.
4. Other
 - a. All other charge types will be coded as Other.
 - b. Other Charges can be added to an SO, PO or Brokerage Transaction.
 - c. Other Charges can be set to impact SO or PO or not impact SO or PO.

Adjustment Type:

1. Absolute Amount
 - a. This amount does not vary if you link the charge to an SO or PO weight.
 - b. For example, \$150 for Freight.
2. Percent of Total Dollars
 - a. This is a percentage based on either SO or PO dollar(total) amount.
 - b. For example, 2% Broker Fee on the SO. If the SO total amount was \$36,000 , the total Broker Fee would be \$700.00.
3. Per unit(e.g. Quantity/Pound) Adjustment
 - a. This is a dollar amount based on either SO or PO units (quantity/weight).
 - b. For example, Commission Charge of \$0.0025 per unit on the SO. If the SO weight were 36,000 pounds, the Commission amount would be \$90.

Information Portal Reports:

User: admin Admin Menu Logout

Activity Summary

Click on any number (amount) to drill down to the detail information behind the number.

Customer Filter: * ALL CUSTOMERS *, Company Filter: * ALL COMPANIES *, Territory Filter: * ALL TERRITORIES *,

Today = To date, MTD = To Month, Selected Period = From date - To date

From: 01/01/2008 To: 06/05/2008

Continue

Date Range Applies:

	Today \$	MTD \$	Period \$
Customer Quotes:	.00	.00	92,700.51
Customer Booking:	.00	.00	92,700.51
Customer Canceled Orders:	.00	.00	.00
Rejected Orders:	.00	.00	.00
Vendor Payments:	.00	.00	104,051.83
Cash Received:	.00	.00	141,230.11
Invoiced:	.00	.00	92,541.31

Current Status of:

	Total \$
AR Status:	12,534.80
AP Status:	14,857.46
Inventory Status:	9.93
Open Order Status:	.00
Open Quote Status:	.00
Open Purchase Orders Status:	3,552.34

Back to Selection Screen

Execution Time: 2 seconds

The Activity Summary shows Open Purchase Orders. Drill down on the number in blue to see the detail.

User: admin • Admin menu • Logout

Purchase Order Summary

Customer Filter: * ALL CUSTOMERS *, Company Filter: * ALL COMPANIES *,
Territory Filter: * ALL TERRITORIES *,
Date: 06/05/08

Back Print

Vendor #	Vendor Name	Req. Ship	Req. Ship	Order Type	Orders	Qty	Value
107	Avnet			wholesale	1	1.00	1,716.16
112	CDW			wholesale	1	1.00	1,836.18
Total:							3,552.34

Export options: [CSV](#) | [Excel](#) | [XML](#)

Back Print

Click on any column heading in blue to sort by that column. Click on the vendor number in blue to drill down to the detail.

Purchase Order Detail

Customer Filter: * ALL CUSTOMERS *, Company Filter: * ALL COMPANIES *,
Territory Filter: * ALL TERRITORIES *,
Date: 06/05/08

CDW

PO #	Type	Customer #	Customer Name	Item #	Item Description	Qty	UM	Cost \$	Value	Date1	Date2
17	Brokerage	112	CDW	NS	Non Stock	1.00	EA	1836.18000	1,836.18		
Totals:						1.00		1836.1800	1,836.18		

Export options: [CSV](#) | [Excel](#) | [XML](#)

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Historical Sales by Territory, Product Category, Customer and Product Type Selection

Customer Filter: * ALL CUSTOMERS *, Company Filter: * ALL COMPANIES *, Territory Filter: * ALL TERRITORIES *,
Date: 06/05/08

Catalog:

Dollars/Qty:

From: To:

Back

SALES BY CUSTOMER	SALES BY ITEM
Sales by Customer (Invoices, Payments, Items)	Sales by Item
Sales by Customer/Item	Sales by Item/Customer

CUSTOMER PAYMENTS	VENDOR PAYMENTS
Payments by Customer	Summary Payments by Vendor
Payments by Customer with Deposit Info	Detail Payments by Vendor

DEPOSITS
Deposits by Deposit Date

Currently there are no Historical Reports on Receipts, but these will be coming. Thanks for your patience.

Financial Impact of Purchasing:

Purchase Orders and Warehouse Receipts do not create any financial transactions and they do not impact the on hand inventory.

When you close a Purchase Receipt that is when the inventory is updated for the quantity received and a financial transaction is posted into the General Ledger. This is the financial transaction. You can review this in Financial Portal, General Ledger, Review Journal Entry:

2. Debit to inventory
3. Credit to purchase accrual account

Note, if you debit or credit to a Profit and Loss account (non balance sheet), there will be a 2nd Journal Entry created that will either credit or debit to current year Retained Earnings (remember that every transaction closes the books).

The inventory account that is used :

The Item received is linked to a Catalog. Each catalog has a GL Code linked to it. In the Administration, Financial Setups, Sales/Pur GL – for each GL Code you have entered an Inventory account. This is where the inventory GL account number is defined.

Purchase Accrual Account:

In Administration, Financial Setups, Default GL Accounts is where you define the Purchasing Accrual GL Account to be used. Normally this will be a Liability account. On your balance sheet you will see this in the Liabilities. This represents monies that are owed to your vendors, but you have not received an invoice yet.

When you get the vendor invoice and enter it into accounts payable as a vendor voucher, you will credit Accounts Payable and debit the Purchase Accrual account for the amount of the receipt. Freight, variances, etc should be debited to their respective GL Accounts.. Now when you look at your balance sheet the amount owed to the vendor will not be in the Purchase Accrual account, but will be in Accounts Payable. Also the vendor invoice will display in the Accounts Payable aging in Financial Portal, Accounts Payable and in the Infoportal Reports.

Currently we do not have matching of PO receipts to the invoice.

When you void a purchase receipt the financial and inventory transactions are automatically reversed.

Display Journal Entries										
Back to Search										
Journal Entry #	Company #	Company Name	Post Code	Fiscal Year	Fiscal Period	Post Date	Transaction Type	Total Debits	Total Credits	Comments
38	1	Your Company Name	Posted	2008	1	03/25/2008	Receipt Ticket	50.00000	50.00000	Purchase Ticket
39	1	Your Company Name	Posted	2008	1	03/25/2008	Retained Earnings	50.00000	0.00000	Retained Earnings
40	1	Your Company Name	Posted	2008	1	03/25/2008	Void Receipt Ticket	50.00000	50.00000	Void Purchase Ticket
41	1	Your Company Name	Posted	2008	1	03/25/2008	Retained Earnings	0.00000	50.00000	Retained Earnings

If you change the status of a purchase receipt back to open it does NOT reverse the financial transaction. You have to void the PO Receipt to reverse the financial transaction. However, if you move the PO receipt back to Open and then change any quantity, item, etc. when you move the status back to closed, only the difference will post to the general ledger.

In Inventory management, Inquiries, Inventory audit, you can see the detail of the inventory receipt or sale.